

Guidelines and Checklist for Submitting General Education Petitions

Students: You are encouraged to complete petitions with your academic advisor present. If you wish to fill out some information beforehand, please read all the guidelines and follow the checklist below.

Guidelines:

- Include academic history (available via MyUTK) and syllabus with course description with each petition.
- Note what catalog year is being used. This is critical since the substitution is entered into DARS by catalog year.
- ALL information on the petition must be completed. Petitions that are not completed (missing the catalog year, major, concentration, etc.) cannot be keyed into DARS.
- Petitions must be reviewed and signed by an academic advisor before being submitted.
- **Please note:** UTK courses that are not on the list of designated General Education courses for the catalog year in which the course was taken will **not** be approved. See <http://web.utk.edu/~ugcouncil/genedrequirement.html> for the list of General Education courses according to catalog year, or consult DARS for date ranges.
- Transfer courses must be listed on the academic history before an approved petition can be entered into DARS.
- Petitions do not alter the transcript.
- Student and College Advising Center will be notified via UTK e-mail of the decision.

Checklist:

Before submitting a petition, check that ALL requested information has been provided, including the following:

UTK academic history and syllabus with course description are attached to the petition.

The full name of the course, as written on the UTK academic history, is included.

**The petition must go to an academic advisor or
College advising center/office for required review.**

Information for Academic Advisors:

- Include your printed name and email, plus your signature and the date.
- Check the box about whether the course involved is a milestone, if applicable.
- It's fine to send only page two of this document—the petition itself.

See next page for the General Education Petition form.

**GENERAL EDUCATION PETITION FORM
THE UNIVERSITY OF TENNESSEE**

(Print or type)

Student: _____
ID #: _____
College: _____
Classification: _____
Cumulative GPA: _____
Catalog (year): _____

Major & Concentration: _____
Minor: _____
Intended Graduation Date: _____
UT E-mail Address: _____
Phone Number: _____

Please check the **General Education** category for this request (*only one category per request*):

Broadened Perspectives

____ Arts & Humanities (AH)
____ Natural Sciences (NS)
 ____ Lab ____ Non-Lab

____ Social Sciences (SS)
____ Cultures & Civilizations (CC)

Basic Skills

____ Quantitative Reasoning (QR)
____ Communicating through Writing (WC)
 ____ 101 ____ Other WC
 ____ 102

____ Communicating Orally (OC)

To the General Education Committee:

I wish to have the following course(s) meet the General Education requirement:

<u>Course Name/Number*</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Where Taken (College/University)**</u>	<u>Term & Year Taken</u>
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* Use course number or LD/UD from UTK academic history.

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Rationale for request:

Academic advisor review and signature required. Include academic history and syllabus with course description.
The General Education committee will not review the petition without this information.

Reviewed By: _____
Academic Advisor (Print name and email)

_____ Date: _____
Academic Advisor (Signature)

Advisor use only:
Is this a milestone course?
Yes No

Approved/Denied: _____ Date: _____
(Circle) General Education Committee Designee (Signature)

Committee Rationale:

Upon final approval copies are sent to: Student file; Office of the University Registrar-Original
Student and college will be notified via UTK e-mail of the decision.